

U.S. DISTRICT COURT - DISTRICT OF IDAHO
E-TRANSCRIPT PROCEDURES - revised 05/08

Court reporters (both official and hired contract/per diem reporters) and transcribers will be required to submit transcripts in **pdf** format as an attachment to an email sent to transcripts@id.uscourts.gov. Those who submit electronically do not have to send a paper copy if it is the court's courtesy copy. If a judge requested the transcript, besides the electronic courtesy copy for the court, we would still like to have the original for the judge on paper, unless the judge specifically asked for his/her copy in a different format. The file date will be the date of the email. The transcript filed electronically with the court must be exactly the same as the original and **must contain a certification**. A /s/ or typed signature is acceptable (for example, /s/ John Doe). Compressed format (4 pages per physical page) is also acceptable.

PLEASE NOTE that pursuant to Dist. Idaho Loc. Civ. R. 5.5, public access shall not be provided to documents containing identifying information about jurors or potential jurors. Therefore, transcripts of voir dire/jury selection should be done as a separate volume and sealed by the Court.

Invoices from transcribers may be sent to the same email box. However, CJA paperwork will still have to be mailed or otherwise delivered due to Finance's requirement for original signatures.

The subject line of the email should include the following in order to easily identify the case type and docket clerk/case administrator responsible for docketing it:

Case Type - Case Number - Type of Document - Debtor or Short Title

Examples:

AP06-06048 - Transcript - MBNA v Graney
BK07-00001 - Transcript - Arvy Lee Howell
CR03-00211 - Invoice - USA v Vargas-Tinoco
CV04-00086 - Other - Trevino v. Turner

For district court cases, the body of the email should include the following information (be sure to include the party or parties who have paid for the transcript so that electronic access can be provided):

Transcript Purchased By: _____

Copy purchased by: _____ (transcript previously filed)

Transcript Ordered By Court: Yes/No

Redacted Transcript: Yes/No (Should be clearly identified on the title page as redacted; should be re-certified; also page and line number integrity must be maintained)

Sealed Transcript: Yes/No (Sealed per Order of Court. Entry will appear on public docket, but no access to the transcript. Used for voir dire/jury selection and other sealed proceedings)

Comments:

The docket clerks/case administrators will monitor the box and docket the transcript with the same filing date as the email. The transcript will be restricted for 90 days if it is for a district court case. Transcripts in bankruptcy cases will remain sealed at this time. Two folders have been created in the email box labeled "District" and "Bankruptcy." Emails for docketed transcripts will be placed in these two folders to be held for a period of time (30 days perhaps). After that they may be deleted. (Eventually, when the process is working smoothly, we may consider training official court reporters to file the transcripts directly into ECF.)

Transcripts requested by the circuit will be emailed or mailed on a CD. Transcripts to BAP are usually handled via an excerpt supplied by the attorney. If necessary, a paper copy can be printed off and sent.